

CIO Council Meeting Minutes

April 29, 2004–

The April meeting was held at the Joint Forces Headquarters Auditorium - STARC Armory from 1:00 – 3:00 p.m.

1. **Welcome and Introductions** – Leon Schwartz welcomed everyone to the meeting and asked everyone to introduce themselves.

2. **ITE and ICN Update**

John Gillispie provided an update on the following initiatives:

- Discussed Pooled Technology Funding for FY 04 and FY 05 - Agencies are to pursue the FY 04 funded projects and ITE will be contacting agencies to discuss process further.
- ITE will be self supporting in FY 06 and all bills paid by agencies.
- No legislation regarding ICN was passed during the session.
- Iowa Interactive Contract has been renegotiated – Kit Krogmeier is the contact for assistance in completing applications for project requests. Funding is available at this time.
- Discussed the list of products available without ITE review – Larry Grund and Rich Jacobs will lead a workgroup to review products and standards. *Contact Leon if you are interested in serving on this subcommittee.*
- Discussed the State of Iowa policy for e-mail misuse. Each agency is to have a popup on log-on. Leon requested that John send out a communication regarding this policy for further clarification. The AG will be reviewing this during the audit process. ITE has released an RFI regarding archiving software.
- I-3 will be implemented Memorial Day weekend. It will not work on a dial up or 56K network. If agencies have not completed the analysis with ITE, please contact ITE immediately to discuss agency process.
- Discussed Strategic Plan and the development of the Tactical Plan that is to be completed by the end of August. This plan will be reviewed quarterly.
- Discussed the Expense Reduction Tool-Kit and E-government Savings initiatives. *Contact John if you are interested in working on an IT related subcommittee he is chairing.*
- John and Lorrie will be meeting with Ellen Gordon next week to discuss the cost and strategy for development of a hot site at JFHQ-Starc. John also discussed the review of the expansion of DOT site. *Contact John or Lorrie if your agency is interested in discussing business continuity requirements ii further.*

Mike Bacino indicated that ICN will be reducing internet and voice service costs effective July 1st. Agencies will receive written notification.

Nadhir Mehta indicated that ITE will be releasing an RFP since the Gartner contract is up for renewal. ITE is establishing an RFP committee to develop requirements. Mary Ann Mikelson is the point of contact. *Contact Nadhir if you are interested in serving on this group.*

3. Video Cart Presentation

Phil Groner provided a demo of the video cart equipment that is available through ICN. The cost of a traditional classroom is \$35,000 - \$45,000. This equipment costing is still being developed, however will be close to \$11,000 - \$13,000. ICN has trial wireless equipment available for agency pilots. *Contact Phil Groner for further information.*

4. Cyber Security Task Force Update

Greg Fay indicated the report was submitted to Governor Vilsack on Monday. He requested more details and timelines. Four (4) individuals are working on providing additional details.

5. ROI Process and Forms

Nadir Mehta discussed with the CIO committee the proposed forms and process. This will be an agenda item for next months meeting.

6. EIP Assessment Update

The steering committee has been working on the spreadsheets. The survey is to be released the early part of next week to agencies with a completion timeline of July 1st. Four consultants from the Couers group will be starting next week and will be located on-site at ITE. The report is due December 1st.

7. DAS IT Customer Council Update

The IT Customer Council will be establishing a proposed I3 rate for FY 06.

8. Standards Issues – Electronic Forms and Enterprise Survey Software

- Electronic Forms - Mark Uhrin indicated the subcommittee is continuing evaluation a replacement strategy for Jet Forms.
- Enterprise Survey Software – Leon Schwartz indicated the subcommittee will be surveying agencies on software requirements and products.

9. Enterprise IT Planning

The proposed plan was submitted to the CIO subcommittee for comments which are due for the May meeting.

CIO Council Meeting Minutes

04/29/2004

Page 3 of 3

The Next CIO Council meeting is scheduled for May 27th from 1:00 –3:00 p.m. at the Judicial Building auditorium.

Attendees of the April 29, 2004 CIO Meeting

CIO Council Members Present

Last Name	First Name	Department
Erickson	Erwin	Auditor's office
Fay	Greg	DPH
Grund	Larry	DPS
Halterman	Evelyn	ILOT
Jacobs	Richard	IDRF
McLaughlin	Tim	DIA
Messer	Adam	CSAC
Munson	Margaret	COM
Murphy	Larry	Judicial
Nicoll	Steve	DVRS
Peters	Judy	IWD
Pothast	Rom	ICRC
Schwartz	Leon	IPERS
Tack	Lee	ED
Van Gundy	Matthew	Elder Affairs

Others Present

Last Name	First Name	Department
Bacino	Mike	ICN
Criuaro	Charles	ILOT
Davis	Harry	SOS
Gillispie	John	ITE
Groner	Philip	ICN
Hunsberger	Wes	ITE
Mehta	Nadir	DAS-ITE
Roeder-Grubb	Laura	Human Rights
Tritch	Lorrie	ITD
Uhrin	Mark	ITE
Krogmeier	Kit	ITE